



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)

\$4,619.00-\$5,897.00

PROJECT COORDINATION & ADMINISTRATIVE SUPPORT BUREAU INFORMATION TECHNOLOGY PROCUREMENT OFFICE SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Bureau Chief, Project Coordination and Administrative Support Bureau, the incumbent has responsibility within the IT Procurement Office and provides guidance to other Department employees in the area of IT Procurement. The incumbent demonstrates knowledge and understanding of the various State acquisition approaches and leads/assists in development of procurement documentation; handles procurements of various sizes and complexity from procurement planning through contract execution; maintains IT procurement policies and ensures compliance with the Department of General Services (DGS) statewide policies on IT procurement; and maintains a centralized file of all IT procurements for the Information Technology Division (ITD).

The incumbent performs a variety of information technology (IT) procurement functions including purchasing and contracts coordination. In addition, incumbent will work closely with staff throughout Information Technology Division (ITD) and various Control Agencies to ensure IT purchases and contracts are in compliance with mandated control agency requirements and provide the best value to Department. Additionally, incumbent will conduct special administrative studies related to: 1) purchasing and contracting policies related to vendor selection, performance, and value, 2) customer satisfaction, and 3) various other technology related support activities as needed.

Efficiency, accuracy, organizational skills, performing multiple tasks simultaneously, meeting multiple deadlines and the ability to prioritize work are essential to this position.

DESIRABLE QUALIFICATIONS:

- Procurement experience in a California state department.
- Strong verbal and written communication, analytical and leadership skills.
- Ability to handle concurrent critical priorities.
- Proven experience in providing excellent customer service.
- Strong interpersonal skills with the ability to work in a team environment and/or independently.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Information Systems Analyst (Specialist) level, those within transfer range, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Teresa Foster, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “Associate Information Systems Analyst, Specialist, #413-106-1470-008” on the State application.** Applications received without the above information may not be considered for review. For additional information, please call Teresa Foster (916) 492-3423.

FINAL FILING DATE: **January 23, 2013 – Close of Business 5:00 p.m.**

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD